

Official Transcript Request

Effective Date: 1.6.25

Submission Instructions

Submit this completed form with non-credit card payment to:

The University of Arizona Global Campus - Online Administrative Center

180 South Arizona Ave Suite #301

Chandler, AZ 85225

Student Information

First Name: _____ Last Name: _____ Student ID: _____

Name while attending (if different): _____ Dates of Attendance: _____ to _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Date of Birth: _____ Email: _____

Please allow up to 14 business days for your request to be received by the Office of the Registrar via USPS mail. Students who provide an email address will be notified within 2 business days of receipt of this transcript request.

OF COPIES: _____

There is a transcript fee of \$10 (plus tax) for official transcripts plus any applicable shipping charges. Payment must be made before transcript(s) will be released. Transcripts may be withheld if you have a hold on your account that prevents a transcript release. Normal processing time is 10-14 business days. Please allow a longer time for requests made at the beginning or end of a semester. For any additional questions regarding your transcript request, please contact our transcript department by email at transcript.request@uagc.edu.

Special Instructions

☐ Send Now

☐ Hold for Final Grades

☐ Hold for Degree Awarded

Delivery Method:

☐ USPS **Domestic** (United States) additional \$2.75 per transcript

☐ FedEx **Domestic Overnight** (United States) additional \$33 per transcript

☐ **PDF** (provide email below) no additional shipping fee

☐ USPS **International** additional \$5.75 per transcript

☐ FedEx **International** additional \$60 per transcript

Send Transcript(s) to:

☐ Student at the above address

☐ Third Party (please provide address information below)

Third Party Information

Name: _____ Institution: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

☐ Additional addresses attached

Authorization:

I authorize the Registrar's Office to release my transcripts to the indicated parties.

Signature: _____ Date: _____

Electronic signature not accepted

Payment Method

\$10 (plus tax) per transcript + shipping charge per transcript = Total Payment Enclosed \$ _____

Form of payment: ☐ Check ☐ Money Order

*Check or money order must be payable to: ***The University of Arizona Global Campus***